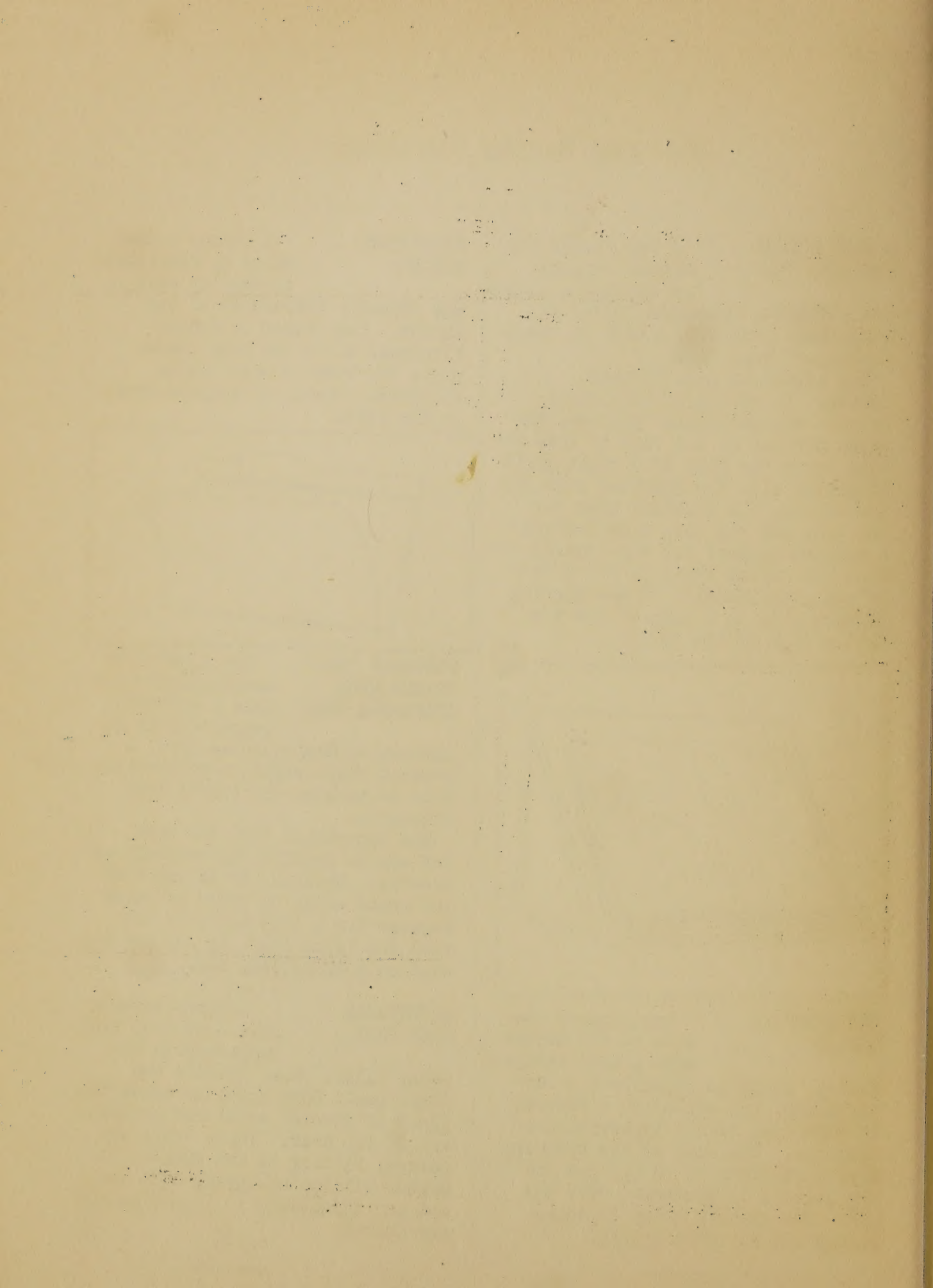


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U.S. DEPARTMENT OF AGRICULTURE  
OFFICE OF  
PERSONNEL AND BUSINESS ADMINISTRATION

VOLUME 1  
NUMBER 2  
OCT. 1931

# *The* ADMINISTRATIVE BULLETIN



A PUBLICATION DEVOTED TO THE BUSINESS  
AND PERSONNEL ACTIVITIES OF THE  
U.S. DEPARTMENT OF AGRICULTURE







# The Administrative Bulletin

Issued by the Office of Personnel and Business Administration, of the United States Department of Agriculture, in cooperation with the Department's Bureaus and Offices and distributed solely to employees of the Department. THIS MATERIAL IS NOT FOR PUBLICATION.

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October, 1931  
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THE ADMINISTRATIVE BULLETIN,  
Office of Personnel and Business Administration,  
United States Department of Agriculture  
Washington, D. C.

ANNOUNCEMENT

Many employees have told me they would like to have a brief synoptic outline of the functions of the various departments, bureaus, and other establishments of the Government. Consequently, in the November issue, the Administrative Bulletin will begin a series of articles on the operation of these governmental agencies.

The interest expressed by Department employees in the first number of the Administrative Bulletin is very gratifying and the helpful suggestions already received are greatly appreciated.

Contributions from the department's staff, whether located in Washington or in the field, will be welcomed by the Administrative Bulletin, especially suggestions as to topics for presentation and discussion in future issues of the bulletin.

*W W Stockberger*

Director of Personnel and Business Adm.



## The Saturday Half Holiday Law

By: L. O. Robbins

Office of Personnel and Business Administration.

The last session of the Seventy-first Congress passed a law, effective March 3, 1931, which is known as the Saturday half holiday act (46 Stat., 1482). This important piece of legislation is not too long to quote:

"On and after the effective date of this Act four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays throughout the year, with pay or earnings for the day the same as on other days when full time is worked, for all civil employees of the Federal Government and the District of Columbia, exclusive of employees of the Postal Service, employees of the Panama Canal on the Isthmus, and employees of the Interior Department in the field, whether on the hourly, per diem, per annum, piece-work, or other basis: Provided, That in all cases where for special public reasons, to be determined by the head of the department or establishment having supervision or control of such employees, the services of such employees cannot be spared, such employees shall be entitled to an equal shortening of the workday on some other day: Provided further, That the provisions of this Act shall not deprive employees of any leave or holidays with pay to which they may now be entitled under existing laws."

A number of rulings pertaining to this Act have emanated from the General Accounting Office. The first request on the Comptroller General for a ruling was dated March 3, the day of its approval. It was answered three days later. The second published decision came out on March 7. There were three, all told, in March (10 Comp. Gen., 399\*, 400, and 424\*); six in April (10 Comp. Gen., 445, 455\*, 464, 474, 496, 497); one in May (10 Comp. Gen., 518); then an unbroken lull down to September 29, '31,



(A-38695, unpublished at the present writing). The starred decisions do not apply to this department. The remainder will be discussed topically.

If an employee works Saturday afternoon, he must be granted an equivalent amount of leave on another work day. This is known as compensatory leave.

How soon after it is earned must or should compensatory time be taken? The Comptroller General says, 10 Comp. Gen., 402; "in so

When Should  
Compensatory Leave  
Be Granted?

far as the exigencies of the service will permit,

such compensatory shortening should be on a day

during the week immediately following the Saturday on which more than four hours' work was required." This may be deemed advisory, not mandatory.

The Solicitor, in an opinion on the subject, uses the language: " \* \* \* The exigencies of the service must govern, with the proviso that the compensatory time must be granted as soon as practicable."

May compensatory time be dealt out by installments, that is, two hours on one day, one on another? The Comptroller General's answer is negative, 10 Comp. Gen., 400. But when asked in the same submission whether overtime on different Saturdays could be lumped and granted in the aggregate, his answer was: "There appears to be nothing in the statute \* \* \* to grant an administrative office such broad discretionary powers \* \* \* to require that Saturday overtime be accumulated until it amounts to several days and then all be granted at one time." A little later he modifies this statement. If the aggregate overtime is less than a regular workday "the law would not preclude granting such compensatory time by shortening some



one regular workday." An accumulated  $6\frac{1}{2}$  hours, but not 7, may be granted the 7-hour worker; the day may be shortened, but not completely absorbed.

The Department of Agriculture dropped two inquiries in the Comptroller General's question box. First, what is to be done in

Are Emergency the case of emergency per diem forest-fire fighters?

Per Diem and

Temporary

Employees Benefited?

The answer, 10 Comp. Gen., 446, is: "I am con-

strained to hold that there can be no intent to

include employees hired during an emergency with compensation by the hour for the hours actually worked." But Forest Service fire guards, with which the department's second submission dealt, are within the act, 10 Comp. Gen., 497, "if employed during the summer season for a period of three or four months with compensation fixed on a monthly basis." The decision vetoes the department's proposal to extend the temporary employments a few days beyond their normal term for the purpose of granting the accumulated Saturday overtime, reaffirming the doctrine, 10 Comp. Gen., 400 previously mentioned, that accumulated time can not be granted except for less than a workday. The forest-guard decision may be bracketed with a slightly prior ruling, 10 Comp. Gen., 474, to the Architect of the Capitol with regard to watchmen at the Capitol power plant, in that it dismisses as irrelevant to the applicability of the act the circumstance that the employment might require 24-hour availability for duty.

The Treasury Department raised an important question:

What is the effect of the legislation upon relief telephone operators and other substitute employees hired by the hour? Not within the act, is the



Comptroller General's decision, 10 Comp. Gen., 464. "It would be an anomaly to hold that employees hired by the hour in order that regular employees may be granted time on Saturday afternoons, or other absence with pay authorized by law, should also be granted the benefits of the Act \* \* \*." Here, too, is answered a question which had already puzzled many administrative officers. An employee works more than three hours of Saturday overtime; may his compensatory time be lengthened correspondingly? The answer is negative. The limit of compensatory time is three hours for those who regularly work seven hours a day, four for the eight-hour workers.

Since the Act specifically embraces "hourly, per diem, per annum, piece work or other basis" there could be little doubt about the inclusion of part-time employees. But "if the regular hours of work of such part-time employees, including charwomen, do not exceed four hours per diem, no benefit can possibly accrue to them under the statute," says the Comptroller General, 10 Comp. Gen., 496. Thus it is only if the fixed and regular hours of the part-time employee exceed four that compensatory time is earned for Saturday work in excess of four hours. Where the hours are unfixed and fluctuate with service needs and payment is for the time actually worked, the act does not apply. This doctrine is amplified in 10 Comp. Gen., 518: "Employees for whom no regular hours of work are fixed, whose employment is part-time or intermittent, who are paid by the hour for the time actually worked, are not entitled to the benefits of the Act of March 3, 1931." The submission in this latter case dealt with laborers and truck drivers paid at an hourly rate,

Act Applies  
to Some  
Part-time  
Employees.



## Station "House Cleaning"

By: A. McC Ashley,  
Chief, Division of Purchase, Sales and Traffic.

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The prosaic subject of house cleaning demands attention periodically, both at home and in business. When furniture or other equipment has outlived its usefulness, there is a strong human inclination to relegate it to the attic or basement where it accumulates dust and deteriorates in value. Possibly this storing or hoarding tendency is accentuated in private life by the difficulty of disposing of articles profitably or conveniently.

Within this large department, however, a different situation exists. Sometimes there is a pressing need at one station or office for an article that is surplus property at another. To prevent such situations within the department, Paragraph 212 has been inserted in our property regulations. It reads in part as follows:

"Serviceable articles at field stations which are of no further use to the bureau concerned will be reported as surplus.....Unserviceable articles worn out or damaged beyond repair.....may be disposed of at the field stations by a board of survey....."

The intent of these provisions is to keep serviceable property in use and promptly to reconvert into public funds unserviceable property having a residual sales value. In the field this purpose can be fulfilled, however, only through active cooperation of station officials in charge. The regulations do not prescribe the times at which surveys of station property should be made to accomplish the desired result, for the obvious reason that the frequency of such surveys to insure efficient administration depends, not only on the size of a station (measured in terms of amount of property involved), but on other considerations such as when the surveys can be made with least interruption of the station program, and the like.

In the absence of a fixed rule, station house cleaning is likely to be neglected. It is suggested, therefore, that each station official in charge, with the spirit of the regulations duly in mind, set definite times for such surveys of the property in his official custody. Following each survey, appropriate reports to the central

office of his bureau will set in motion action which will transfer to other stations of his bureau or to other bureaus of the department all serviceable property of no further use in his work, and rid his property returns of such articles and of all unserviceable items.

At the present time there are in active operation more than 1,500 field stations in the department. The release of only a few items of serviceable equipment by each station annually would undoubtedly result in an aggregate annual saving of many thousands of dollars. All administrative officials will agree that this is an accomplishment for which all should earnestly strive.

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A SIMPLE WAY TO SAVE CARBON PAPER

Look in the stenographer's desk: Do you find anywhere from fifty cents to five dollars worth of slightly used carbon paper, gradually accumulating dust and wrinkles and destined to be consigned to the waste basket?

The cost of good carbon paper runs into money. It is worth conserving. Much of the waste occurs in connection with manifolding jobs, where five to ten copies are made at one writing. A common method is to discard the entire set of carbons when the eighth or tenth copy begins to get "weak".

It is more economical to place one new carbon sheet farthest from the type, and advance each of the other carbons one place nearer to the type, either discarding the carbon paper next to the ribbon copy or else putting it aside for later use on correspondence work. In this way the newest carbon paper is always farthest from the ribbon, where it is needed most.



## Do You Use Your Department Library?

By: Claribel R. Barnett,  
Librarian.

The Library of the Department exists to help every employee. Indeed, it is prepared to aid everyone who is interested in agriculture. Its 227,000 volumes--exclusive of the meteorological collection of the Weather Bureau--and its 4,000 current periodicals, contain scientific and popular information from all quarters of the globe. The library is the warehouse of the world's knowledge on agriculture. It is not intended to be an historical curiosity. It is justified only to the extent that it daily contributes to the department's far-flung progress.

There is a rather prevalent misconception that the Library is only for Washington employees. True, many of the books cannot be mailed to the field. But many of them can be placed at the service of the field employees. I often hear of a field employee buying an expensive scientific book out of his personal funds to carry on a single study; manifestly he is just as entitled to get that book from his library as is an employee whose office happens to be just across the corridor from mine.

In order that you may understand what services you can get from this branch of the department, it is necessary for you to understand the structure and scope of the library's services.

The library of the department consists of the main library and the branch libraries in the various bureaus and offices. It is a unified system. The work of the main library is divided into four main divisions: (1) The readers' division which includes the reference, bibliographical, and circulation work; (2) the catalogue division which classifies and catalogues the accessions to the library; (3) the periodical division which acquires and circulates the periodicals; and (4) the business office. In the main library are filed, with certain exceptions, the reference collections, the publications of interest to several bureaus, and likewise the older and less frequently used material. The branch libraries in the various bureaus and offices are special working collections on the subjects with which these bureaus and offices deal. All have librarians and assistants in charge of them who specialize in the reference and bibliographical work in the subjects of special interest to the bureaus and offices with which they are respectively connected.

### Scope

The library's collection on the general subject of agriculture and all its branches, such as plant industry, animal industry, dairying, and veterinary science, is extensive and includes not only books, periodicals, and proceedings of organizations, but also what may be termed "the official agricultural literature". No other collection in this country is so strong in local, state, and national official agricultural publications of the United States. Similar foreign publications are comprehensively represented.

Statistical publications relating to agriculture have been collected practically from the beginning of the library but in the last 15 years the literature on the broader subject of agricultural economics has rapidly increased. The collection includes statistical publications relating to production, composition, acreage, marketing, and prices of agricultural products, as well as publications on farm improvement, land classification and utilization, taxes and finances, marketing, warehousing, standards and inspection, rural sociology, and agricultural history.

The library's collection is equally strong in scientific subjects, such as are covered by the Bureau of Plant Industry, involving botany, pathology, and mycology. A somewhat unusual feature is a collection of more than 25,000 horticultural trade catalogues. The library also contains the important up-to-date books on organic, inorganic, pharmaceutical, and food chemistry. The collection is likewise strong on other agricultural subjects. The Weather Bureau's library contains the largest general collection of meteorological literature in the world.

Utility mainly determines the choice of books. Books are not purchased because of their rarity or beauty unless they also have a scientific or historical value to the Department. Nevertheless the library contains many rare books and periodicals. Full advantage is taken of the resources of other government libraries, particularly the Library of Congress and the Surgeon General's library. Books which are available in other libraries in Washington are not duplicated unless needed for frequent consultation.

### Catalogues, Indexes and Bibliographical Lists

Among the most important of the library's assets are its extensive catalogues and indexes. The dictionary catalogue of the library, the greatest single source of information on the literature of agriculture and the related sciences, now contains three-quarters of a million cards and is a record of the book resources of the whole department with the exception of the collection of the Weather Bureau.



This dictionary catalogue also contains printed cards for the books of interest to the department which are available in the Library of Congress and in other government libraries. The catalogue is supplemented by more detailed special indexes. These are in large part provided by the bureau libraries and taken as a whole, number more than a half million cards. Supplementing the various catalogues and indexes of the library are bibliographies and lists which have been prepared both by the main library and the branch libraries. In addition, the main library and the branch libraries issue various lists of current accessions. The Official Record each week contains a list of the principal accessions to the library and also lists of state publications, department publications, and articles by department workers which have appeared in outside publications. Several of the branch libraries in the various bureaus also issue lists of current literature in their special fields. A fuller description of these various lists is given in the article on the library in Miscellaneous Publication No. 88: The U. S. Department of Agriculture: Its Growth, Structure and Functions.

The library aims to serve as a center of bibliographical information relating to the literature of agriculture. The library staff is glad to answer questions about books, especially along bibliographical lines, to verify references, and to send brief reference lists on desired subjects. It can undertake a large and extensive piece of bibliographical work only when the office concerned is able to pay the salary of an assistant to do the work.

#### Your Use of the Library

As can readily be seen, the library with its extensive collections and its bibliographical equipment should be very helpful to those struggling with research problems, both in the laboratory and in the field. While the library is first of all for the benefit of the department it is free for reference to any who wish to use it. As far as department workers are concerned, first consideration is given to those in Washington but when it can be done without interfering with the work of the department, the use of its collections is also extended to research workers outside of the city. Books are lent to libraries and institutions in every state of the Union, particularly in the various state agricultural colleges and experiment stations. In the past few years there has been an increasing use of the library by department workers who are stationed in the field.

The ideal service of the library to the workers in the field would be to give them the same service as that rendered to the department workers in Washington but unfortunately the factors of time and space cannot be disregarded even in these days of rapid transportation. Every effort is made to lend field workers publications they need for official use in connection with the special problems which they are working out, but even this service must necessarily be limited. Current publications,

for example, and rare and very valuable books cannot as a rule be sent out of town. Field men who are doing some work for which they wish to consult large numbers of books, for instance compiling a bibliography, will naturally do this work during the time they may spend in Washington. It is expected also that field workers, before requesting books from the department library, will to as great an extent as possible make use of all the sources at hand, such as the local public library or the State agricultural college library.

In the various current literature lists issued by the library, workers in the field may see items which they would like to read. If these can be obtained free from the issuing offices it is better for each field worker to obtain such publications for his own use. An effort is made to send, for brief periods, other books and periodicals but they can seldom be sent promptly on account of the great demand in Washington for newly acquired books and periodicals. If desired, requests will be kept on file and the items sent when they become available. For some years the library has maintained a collection of reprints of articles from scientific journals which has been found particularly useful in the case of out-of-town loans. Photostat copies of articles of only a few pages are also frequently sent instead of the volumes in which the articles appear, as the volumes may in the meantime be needed for reference here. Those who request loans are urged to give as full references as possible. For periodical articles in particular, it is important to give volume, date, and page reference, and the author and title of the article.

The library is to be moved next spring into new quarters and will then have improved working facilities for readers. It is hoped that department workers will then be willing to come to the library more frequently in lieu of having so many books sent to their offices. In this connection attention is called to the fact that new accessions to the library are kept on the "New Book Shelves" for one week, thus making it convenient for users of the library in Washington to follow the new literature. When field workers come to Washington it is hoped that they, also, will visit the library and make greater use of its service. In its efforts to build up the collections, the library will welcome and appreciate suggestions from department workers as to desirable purchases. It will also be glad to have suggestions as to its service.

-----PBA-----

"Employ your time in improving yourself by other men's writings so that you shall come easily by what others have labored hard for."

-----Socrates.



## Recent Additions to Business Literature

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Among the recent books for personnel workers, we find the latest book by V. E. Fisher and Joseph V. Hanna, entitled "The Dissatisfied Worker". The author analyzes the causes and effects of personnel problems within an organization. A series of actual cases are discussed in a way which should be helpful to anyone confronted with such managerial problems.

-----O-----

Another book of interest is "Psychology in Modern Business" by Henry Walker Hepner. This is a clear, vigorous, and popular statement of how psychological findings can be adapted to practical uses in the different departments of business management. It also contains discussions of the selection, rating, promotion and supervision of employees, which present an up-to-date and practical guide to the solution of some of these problems.

-----O-----

Of particular interest to administrators within the federal service will be the conclusions on the personnel policies and problems of the national government as set forth by Herman Feldman in his report entitled "A Personnel Program for the Federal Civil Service". His recommendations for a comprehensive classification of positions, for the elimination of certain abuses, for the coordination of wage scales, and the building of a higher morale, are interesting to all.

-----O-----

In a new book, "Education for Business Management," the director of the Industrial Administration at the University of Manchester (England) makes an appeal for sound business training for those who hope to assume industrial leadership. The British custom of depending largely on rank-and-file promotion and on inheritance, is not productive of the **best** business leadership, the author believes. He champions the cause of a type of education which instills in the worker a fundamental working knowledge of the principles of business. This book contains some pertinent suggestions for the worker who wishes to advance in the business service of the government.

-----O-----

Other books of interest are "Earnings of Women in Business and the Professions", by Margaret Elliott and Grace E. Manson, and "Organization Engineering" by Henry S. Dennison.

-----PBA-----

A List of Books which give a broad background  
on national budget and fiscal methods.

<u>Title</u>	<u>Author</u>
Organized Efforts for the Improvement of Methods of Administration in the United States.	Gustavus A. Weber
Principles of Government Purchasing.	Arthur G. Thomas
Federal Aid; a Study of the American Subsidy System.	Austin Faulks MacDonald
The System of Financial Administration of Great Britain.	W. F. Willoughby, W. W. Willoughby and S. M. Lindsay.
The National Budget System, with Suggestions for Its Improvement.	W. F. Willoughby.
The Legal Status and Functions of the General Accounting Office.	W. F. Willoughby.
Manual of Accounting and Reporting for the Operating Services of the National Government.	Henry P. Seidemann.
The Development of National Administrative Organization in the United States.	Lloyd M. Short.

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CONSOLIDATION OF GASOLINE BILLS

Our organization operates three cars throughout the entire territory of four southern states. All the gasoline, excepting that which is secured through the postoffice department in the larger cities, is bought from two companies. One of the companies had five districts in the territory we covered, and we formerly would get statements for small amounts from five different offices. By personal contact with the local office of this company, arrangements were made for them to handle all these bills, our purchasers noting on service station tickets that bills are to be handled by this particular district office. This procedure has cut down our clerical and auditing work and results in quicker payments to the oil company.

-----Contributed by  
J. J. McManus,  
Chief, Savannah Station,  
Food & Drug Administration,  
Savannah, Georgia.



# The Operation of the Civil Service Retirement

## Law and the Procedure Involved

By: Lane Lacy

Office of Personnel and Business Administration.

Retirement systems and their benefits have, for a number of years, been of great interest to Federal employees. The first retirement act was passed on May 22, 1920. An amendment to this act, in 1930, provides retirement benefits for workers commensurate with their earning capacity during active years of service. This act confers many benefits upon those affected making retirement possible in cases of superannuation or total disability. In cases of separation or death, it provides a cash reserve for the benefit of the employee or for his heirs or estate.

According to the provisions of the act a deduction of  $3\frac{1}{2}$  per cent, including \$1.00 per month tontine, is made from the salaries of all employees in the classified civil service of the United States. The \$1.00 per month is returned to the individual or his estate, in cases of involuntary separation, failure to complete probational period (in both cases when without prejudice), and in the event of death.

In cases of resignation the \$1.00 per month tontine is not refunded. The money obtained through the \$1.00 per month deduction is set aside in order to establish an increasing accumulation in the fund to provide for the more liberal provisions of the present retirement system. Particularly to the end that in future years larger annuities will be paid than the present maximum of \$1200.00 per annum. As time elapses, and the accumulation in the fund increases, increasingly larger annuities will be allowed in proportion to the progress of the accumulation. Employees now young and in a retirement status for a short time, may if they remain for a period of 30 years or more be retired on annuities fairly comparable to the annual salaries now received from the Government. Employees older in the service, and receiving larger salaries may reap the benefit of increased annuities through the tontine deduction by the time they attain retirement age. These deductions are deposited to the individual accounts of the employee in the civil service retirement and disability fund. Accounts in this fund are credited with 4 per cent interest on an annual basis, compounded annually, as of June 30 of each year.

Tontine  
Provision  
Increases  
Annuities

Depending upon the duties performed, some employees are eligible for retirement at 62, some at 65, and some at 70 years of age. Those who have become totally disabled for useful and efficient service, and have had not less than 5 years' service, may be retired on account of total disability. Those who have reached 55 years of age, and have had not less than 15 years' service, involuntarily separated--not on charges of misconduct or delinquency--may be retired on an immediate annuity in proportion to the annuity payable on the basis of that available at the age of superannuation retirement. Cases at 45 years of age are also provided for in a different way. Others with at least 30 years of service may be retired at their own option two years prior to the age group in which they are placed.

Generally speaking, those assigned to hazardous occupations are eligible for retirement at 62 years, laborers and mechanics generally at 65 years, and all others at 70 years.

Retirement for age is mandatory when the age is reached. However, there are provisions in the law which permit continuance beyond retirement age in certain cases. If the department certifies to the Civil Service Commission that by reason of the physical fitness and efficiency of the employee, and willingness to remain in the service, the continuance of the employee would be advantageous to the service, and the commission approves such action, the employee may be continued for two two-year periods beyond retirement age, only four years in all. Formal approval is necessary before retirement age is reached, and each two-year continuance is a distinct and separate case. If certification and approval, as above, are made that by reason of expert knowledge and special qualifications, continuance beyond four years would be advantageous to the public service, further continuances of two years may be granted. Such cases are rare. In the event that the department does not recommend continuance, the employee, before reaching retirement age, may submit application for continuance, together with proof of physical fitness. The law provides that in such cases the department must obtain full information in writing from the immediate superior as to the applicant's efficiency based on the last two years of service, and if the employee has been efficient during the next preceding two years, the application shall, as a matter of course, be certified to the Civil Service Commission as advantageous to the public service. In this connection, it should be borne in mind that employees will not be retired for age, nor will they be continued, until they have had 15 years of service.

When an employee becomes eligible for retirement for age, and does not desire continuance, or continuance has been disapproved, an Application for Annuity, Form 3-R 1, must be submitted through official channels. Pages 1 and 2 will be executed by the applicant, in accordance with instructions on page 4 of the form. The head of the organization in which the

Forms and  
Procedure



applicant is employed will transmit the application to the department, and completion of retirement will be secured as quickly as possible. In all cases of retirement, for whatever reason, the employee will remain on the payroll through the last day of the month of his birth or of his continuance, and his pay on annuity basis will begin on the first day of the succeeding month. When applications are delayed for any cause, all annuity payments in arrears will be paid shortly after final action on retirement by the Veterans' Administration. This method applies to retirements for age, for involuntary separation, on option, or on account of expiration of last continuance.

Retirements for total disability are handled differently. When an employee has become totally disabled for useful and efficient service, having had at least five years' service, Application for Retirement from the Civil Service on account of Retirements for Total Disability. Total Disability, Form 3-R 4, will be submitted through official channels, in accordance with the instructions on page 4 of the form. This application must be accompanied by a statement by the immediate superior, and one signed by the personal physician, certifying to total disability. These papers will be submitted to the Veterans' Administration, and the applicant will then be examined by a Federal physician. If found to be totally disabled, the applicant will be retired as of the first day of the month next succeeding the month in which pay finally ceases, and total disability has been established. Employees applying for total-disability retirement will, as a rule, be carried in a leave-without-pay status after final cessation of performance of duties, and after all leave with pay has been exhausted, until final action is taken on the claim. Disability due to vicious habits, intemperance, or willful misconduct on the part of the employee will not be accepted as a basis for disability retirement. However, the burden of proof does not rest on the employee in this respect. No claim for disability retirement will be considered that was not executed prior to separation from the service, or within six months thereafter. Unless the disability is of a permanent character, every person retired for disability will be reexamined at the end of a year and every year thereafter, until the age of the retirement-age group in which the employee was placed has been reached. If the person in question is found at any time to have sufficiently recovered to be restored to some appropriate position fairly comparable to his former position, payment of the annuity thereafter will be continued for not exceeding 90 days to enable the annuitant to seek another position. As soon as again employed, or at the end of 90 days, whether another position has been secured or not, annuity payments will no longer be made under the original retirement.

A disabled person can not receive disability annuity and compensation under the employee's compensation act (act of Sept. 7, 1916 as amended by act of Feb. 12, 1937) at the same time, but any person may

elect to receive one or the other which provides the greater benefit. Persons disabled, although compensated under the employee's compensation act, should apply for disability retirement in order that their disability and application may be of record in the Veterans' Administration.

Retirement under involuntary separation may be either:

- (a) After 15 years' service, at 55 years of age, an immediate life annuity beginning at the date of separation, having a value equal to the present worth of a deferred annuity beginning at the age at which the employee would otherwise have become eligible for superannuation retirement.
- (b) After 15 years' service, at 45 years of age, a deferred annuity, but upon reaching age 55, the employee may elect to receive an immediate annuity as provided for persons 55 years of age, subparagraph (a) above.

Forfeiture  
Annuity--  
Life Annuity.

Section 4 of the act of May 29, 1930, enacts the following:

"That any employee at the time of his retirement may elect to receive, in lieu of the life annuity herein described, an increased annuity of equivalent value which shall carry with it a proviso that no unexpended part of the principal upon the annuitant's death shall be returned."

As will be noted, the forfeiture annuity is greater than the life annuity. The applications for retirement provide a space for the applicant to indicate his selection in this regard. Although the amount of the increased annuity will undoubtedly become greater in future years, figures as to the length of time involved, and the amount of increase, are not now available for publication. As the matter now stands, the increased annuity with forfeiture is but little greater than the life annuity. With the life annuity, the balance in the fund after death goes to the heirs or the estate. The depreciation through annuities paid under life annuity is not great, and it requires about 10 years or more to take up the amount to the annuitant's credit in the retirement fund. Therefore, under this plan, if an annuitant dies in 5 or 6 years, there is a considerable balance for his estate. With the forfeiture annuity there is no balance, and there are no payments after death, except the accrued annuity due from the date of last payment to date of death. The best way to determine this selection is for the applicant to consider and decide whether he wishes to get a



slight increase and leave nothing after death, or to have a balance after death for his legal representatives. The majority of applicants at this time are selecting the life annuity without forfeiture.

Persons separated from the service may apply through official channels, on the appropriate form, for a refund of their retirement deductions, and prompt attention will be given their requests. In case of death, the heirs or the estate may apply on a form which will be provided for the purpose, and payment of the accumulated deductions due will be made at the earliest date practicable.

If an employee obtains a refund, and afterwards is reemployed under permanent appointment, redeposit of the deductions refunded must be made before retirement status is again established.

It may be of interest to department employees to know that, during the fiscal year 1931, the department retired 218 employees, divided as follows:

	<u>Annuity Retirement</u>	<u>Disability Retirement</u>
Professional	36	7
Subprofessional	88	17
Clerical, adm., fiscal	20	20
Custodial	27	3

The averages of the annuities in the various groups are as follows:

Professional - - - - -	\$1006.77
Subprofessional - - - - -	926.61
Clerical, adm., fiscal - - - - -	907.88
Custodial - - - - -	749.42

-----PBA-----

"The real reward of public service is advancement of the cause with which one is identified," said W. G. Campbell, Director of Regulatory Work, in his address to food and drug officials at West Baden. "Officials themselves are in a position to determine most accurately the effects of their own effort. Favorable public comment does not atone for failure to meet squarely and discharge industriously the obligations of public trust."

-----PBA-----

A GOOD STENO-GRAPHER      A good stenographer is not merely a machine which automatically writes down what is dictated and then automatically transcribes it on the typewriter, is the opinion of S. P. Ward, manager of clerical employment of the Southern Pacific Lines.

Not everyone, in the course of dictation, with its process of thought and expression, always couches his sentences in terms and words that are invariably and absolutely correct. A good stenographer should naturally make whatever change is needful in the circumstances, whether in a word or phrase, or rearrangement of an entire sentence, if necessary to attain proper grammatical construction--this without in any way changing the meaning.

A good stenographer, after a short time on the job, should be able to write at least some of the more simple and routine letters of the business without the necessity of having them dictated. If she is handed a letter, and in a few brief words is told to tell the writer so and so, she should be able to compose a presentable answer which expresses the facts clearly and concisely without grammatical error.

It frequently happens that a stenographer's duties involve other matters besides straight shorthand and typing, and she should accordingly be able to handle quite readily various affairs of a simple clerical nature.

She should be neat, not only in her work, but in her person. She should be courteous to everyone, observant of details, minor as well as major.

To my mind, there is no greater opportunity for an alert and intelligent young person than through the mediumship of stenography.

-----PBA-----

"A wise man will make more opportunities than he finds."

---Bacon.

SAVING MINUTES      Several visitors were being conducted through New York. In the subway their escort had them change from a local to an express train, explaining that the express saved two minutes. One asked, "What will we do with the two minutes?"

This incident serves as the peg on which Charles M. Ripley hangs a story of the greatest modern tendency of American life---time saving. The article appears in the May edition of Nation's business.

The time sense reveals itself in many ways, Mr. Ripley says--in mass production, telephone and telegraph, automobiles, fast trains, airplanes, bookkeeping machines, typewriters, statistical machines, check signers, letter sealing devices, and visible filing systems.

"The constant demand for time does not mean a constant hurry and bustle. Speed is like an early start; it lessens the need for hurry. The man who rides across the continent in an airplane is not hurrying; he is doing the opposite. He telephones his banker and saves a trip. He sends a telegram and gets an answer within an hour. He uses a dictating machine and turns to something else.

"He is doing more work because he is doing it more quickly. He has saved so much time that he can afford to take things easy. He has leisure to improve his mind, to know his children, to rest, to think of new ways to save his own time and that of his workers."

-----PBA-----

Folks Who Never Do Any More Than They Get Paid For, Never Get Paid For Any More Than They Do.

-----Hubbard

(Contributed by W. S. Belden, Weather Bureau Office, St. Joseph, Missouri)



**AUTOMOBILE  
INSURANCE**

Employees of the Department who have taken out indemnity insurance on their cars and who are interested in similar protection with respect to official use of Department cars will find it worth while to consider the offer, standard among the larger insurance companies, of coverage for the insured (not a member of his family) during the operation of any other car whatever irrespective of type or ownership, at an additional cost of 25% of the premium on the "X"-classification cars. The term is explained by the division of automobiles for insurance purposes into three classes: "W" the cheaper types, as Fords, Chevrolets; "X", the medium types, Buicks, Studebakers; "Y", the more expensive types, Lincoln, Packard. The X-classification rate for any given locality should be readily obtainable from the insurance company. Another form of supplemental coverage costing but 10% of the premium already paid is of only limited availability with respect to Government cars, since it excludes trucks or delivery cars, and those furnished the assured for his "regular use" by his employer, that is, the department. The question of what was regular as distinguished from occasional use might be troublesome in case of claims.

-----PBA-----

**NEW  
TELEPHONE  
SWITCHBOARD**

H. A. Nelson, Chief, Division of Operation, reports that an auxiliary telephone switchboard has been installed in Building F, to serve the office of the department located in both buildings F and C. Attention is invited to the fact that all telephone numbers in these buildings have been changed. In calling officials in these buildings, the recent telephone directory supplement should be consulted.

This installation was made upon the recommendation of a telephone specialist attached to the Bureau of Standards after a thorough study

of the problems involved. Under the previous arrangement, all telephones located in these temporary buildings were directly connected with the main department switchboard and because of the remoteness of location, large mileage charges were incurred. The new plan makes it possible to eliminate the greatest portion of such charges and will mean a saving of approximately \$2,000.00, annually to the bureaus concerned.

Additional advantages are expected to be derived. The main board will be relieved of considerable traffic and the service between offices located in the temporary buildings will be improved.

-----PBA-----

40,000 Stenographers and  
APPLY FOR typists to the number  
TYPIST TESTS of 40,000, an all-time  
record, filed applications with the Civil Service Commission for those positions during the fiscal year 1931.

For the 1930 examinations, 8,546 applications were filed. This number constituted a record at that time. Commenting on the nearly 500 per cent increase, the commission said:

"The greatly increased number of applicants is, without doubt, due to the general industrial depression. There have been similar increases in the number of applicants for other classes of positions."

Tests will be given at approximately 600 places throughout the country this fall, at a date to be announced.

With so large a group to choose from, the Civil Service Commission has boosted its requirements. No longer will a satisfactory knowledge of stenography and typewriting suffice. The Commission said:

"An employee should have good judgment and should have more knowledge of the English language than that possessed by many of those who pretend to be stenographers or typists, as most employers know from sad experience."



AIR TRANS-  
PORTATION IN  
EXCESS OF  
RAILROAD AND  
PULLMAN CHARGES

While under existing practice air transportation may be used as a means of official travel, Mr. W. A. Jump, Assistant Director of Personnel and Business Administration and Budget Officer of the department, points out that some employees, when confronted with the alternative of missing an appointment by train or making it by air at cost exceeding that of railway and pullman have wondered on what principle they should appraise their chance of getting reimbursement for the excess expense. The governing regulation, Par. 8, Page 3, of the Standardized Government travel regulations, has the language: "Actual cost of air-line transportation may be allowed when it is satisfactorily shown that no other usual means of public transportation are available or that the use of air-line transportation was in any case distinctly to the advantage of the United States, and such travel is duly authorized or approved in writing." There seems nothing at all complex about this. The complication, however, lies in the interpretation of what constitutes "Advantage to the United States" as used in the standard regulation. Recent decisions of the Comptroller General and, more particularly, that of October 1, 1931, A-38284, in a Treasury case, indicate the views of the Comptroller on this point. In this ruling the Comptroller General rejected as grounds for the increased cost "an appointment for a conference with two agents at Oakland, from which place he (special agent) was required to proceed to Eugene, Oregon, at 6:15 p.m. the same day" and "an appointment at Seattle for a conference with a taxpayer's accountant (he was leaving that afternoon for Washington, D.C.)."

Referring to a former ruling on the subject, the Comptroller goes on to say: "The emergency contemplated by the decision, supra, has reference

to an occurrence which could not have been anticipated and could not have been postponed and which required the immediate presence of the employees for the purpose of saving life or averting disaster, or, in exceptional cases, to keep an appointment necessarily made on short notice and the failure or postponement of which would seriously disrupt important Government business. The mere expediting of Government business does not constitute an emergency authorizing the use of airplane transportation at a cost in excess of that by railroads."

----PBA----

ORGANIZATION The function of command is the job of making the organization work. Any man who has to command must:

1. Have a thorough knowledge of his staff.
2. Eliminate the incompetent.
3. Have a sound knowledge of the agreements between the undertaking and its employees.
4. Set a good example.
5. Make periodical examinations of the organization, with the help of charts.
6. Collect his principal assistants in conference, in which unity of management and effort can be arranged.
7. Not let himself be absorbed by details.
8. See that his staff possess energy, initiative, and loyalty.

----PBA----

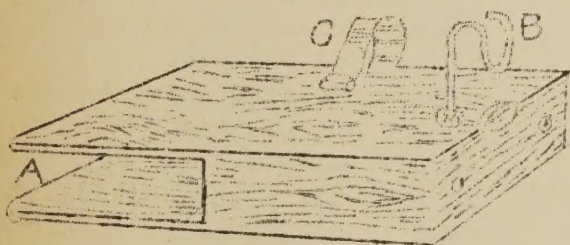
One single idea may have greater weight than the labor of all the men, animals and engines for a century.

---Emerson

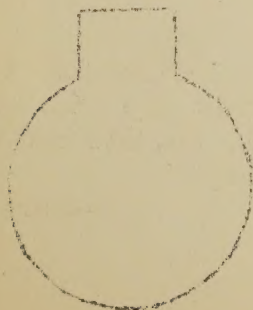


## New and Useful Devices

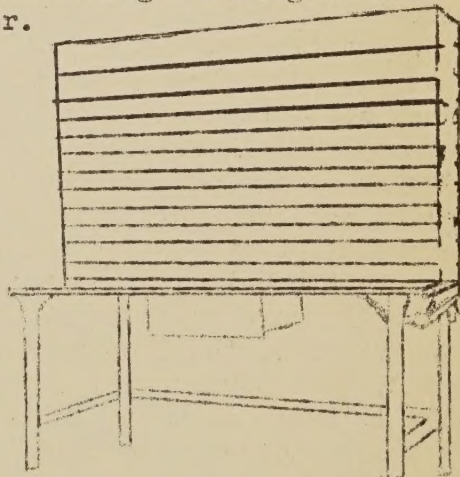
**FILE SECRETARY** Mr. J. A. Quinan, file clerk in the Food and Drug Administration, has devised an apparatus for use in filing. It is a box-like filing board, 10" x 12" x 2", closed completely on two sides and partly on a third. The face sheets, or material not to be filed can be readily kept within this space (A). A spring clip (C) with a roller attached holds the filing on the top of the board. The metal hook (B) allows its use on either vertical or horizontal handles, while rubber tabs eliminate scratching of the cabinets. The cost of construction is estimated at sixty-five cents as compared to the retail price of the commercial single-board type of two dollars.



**CHAIR MATS** Designed for use under office chairs. Prevents damage to floor from casters and allows casters to roll freely over carpeted floors.



**STEEL MAILING TABLE** One company has recently introduced on the market a new steel mailing table containing 72 compartments for handling incoming and outgoing mail. Each compartment is 10" wide, 15" deep,  $2\frac{1}{2}$ " high. Drawer size, 16" wide, 18" deep, 4" high, lock equipped. Mail bag rack on end. Table top work space  $61\frac{3}{4}$ " wide, 18" deep, 30" off floor. Over-all size  $61\frac{3}{4}$ " wide, 33" depth,  $68\frac{1}{2}$ " high. This table is for the purpose of handling mail efficiently and effecting a saving in clerical labor.



Here is a simple device that protects hose and clothing from being torn and ripped by rough edges of furniture. Price-12" length, 43¢--18" length, 58¢ delivered.



